

# ITEMIZED BUDGET AND BUDGET NARRATIVE

## Department of Criminal Justice Services

805 East Broad Street, 10th Floor

Richmond, Virginia 23219

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Use the "Itemized Budget" forms to detail all proposed expenditures to be made with grant funds, including matching funds. This form can be downloaded from the DCJS web site at <http://www.dcjs.org/forms/grants/grantbudg.pdf>

### Matching Funds

It is important to remember that matching funds included in a grant budget are subject to the same requirements and conditions, which apply to the federal or state funds awarded by DCJS. These include the certifications and assurances required to be submitted with the grant application and any conditions attached to the grant award. ***Please refer to the program guidelines for the grant program you are applying for, which will detail the match requirements.***

### Unallowable Costs

Grant funds, including match, may not be used for: firearms, ammunition and related equipment; clothing/uniforms; construction or renovation; land acquisition; lobbying and political contributions; honoraria; bonuses; personal entertainment such as tickets to sporting events; personal calls; alcohol; food and beverages; and luxury vehicles.

### Budget Narrative

In addition to completing the Budget Itemization forms, you must also provide a Budget Narrative, which explains the reason for each requested budget item and provides the basis for its cost. **All requested items must be thoroughly justified and clearly related to the proposed project or they will be deleted from the budget.**

### Budget Categories

#### 1. Personnel/Employees

- a) For Salaries: list each position by title (and name of employee, if available). Show the annual salary rate for the employee and the number of hours to be devoted to the project by the employee. The amount requested should take into account time needed to establish and fill new positions and the changing demands for personnel during the course of the project. Job descriptions and qualifications of staff should be on file at the implementing agency. The narrative should justify the necessity for creating new positions. Could present staff be reallocated? Could volunteers be utilized? Do all positions need to be full time? Are salary scales consistent with similar state or local wage scales? The workload must justify creating full-time positions. Employees who are paid in whole or part with

grant funds (including match) must perform work for the grant-funded project in proportion to the amount of their pay provided by the grant.

- b) For employee benefits: Indicate each type of benefit included and the total cost allowable to employees assigned to the project.

## 2. Consultants

- a) For individuals to be reimbursed for personal services on a fee basis: List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. **Individual Consultant rates may not exceed \$450.00 per day.**
- b) For organizations, providing professional services, including professional associations and educational institutions: State the type of services being performed and estimated contract price.
- c) Consultant Travel and Subsistence: Estimate actual costs. These must be reasonable and adhere to the subgrantee's established travel policy.

Requests for funds for consultants will be very carefully screened. The narrative must clearly explain how the use of outside consultants will significantly and permanently enhance project effectiveness.

## 3. Travel

Itemize total travel expenses of project personnel by local mileage, non-local, and subsistence. Subgrantees may follow their own established travel rates if they have established travel policies. If a subgrantee does not have an established policy, the state travel policy must be followed. The state allows reimbursement for actual reasonable expenses. Transportation costs, such as air and rail fares, are at coach rates. The narrative should explain relevance of the proposed travel to job duties.

## 4. Equipment

Each item to be purchased must be separately listed with unit cost. Each item to be leased or rented must be separately listed with the cost associated with the lease or rental. The budget narrative must thoroughly explain the relevance and importance of each item to the project. Items not thoroughly justified will be deleted.

## 5. Supplies and Other Operating Expenses

All costs should be itemized within this category by major types (e.g., office supplies, training materials, research forms, telephone, and postage). The basis for cost computations should be shown ("x" dollars per month for office supplies; "y" dollars per

person for training materials; telephone long distance at "z" dollars per month, etc.). Office rental costs must be reasonable and consistent with rents charged in the area.

6. Indirect Costs

These are costs that cannot be assigned to a particular category but are necessary to the operation of the organization and the performance of the project. Indirect costs will only be approved if the applicant has an approved rate from a cognizant federal agency. A copy of that approval must be submitted with the grant application.

7. Cash Funds From Sources Other Than The Grant

This item is included to permit those applicants wishing to do so to show any additional support which they may be providing to the proposed project, beyond the funds (both DCJS and match) actually applied for in the grant application budget. Funds shown in this item are not governed by the terms, conditions and assurances which apply to the grant award. List the source and amount of cash, other than required matching funds, that will help support this project.